CCWIS Steering Committee Meeting Minutes
Thursday, December 22, 2016

Attendees: J.R. Simpson, Carl Ayers, Robert Hobbelman, Mike Gump, Dottie Wells, Liz Henry, Alex Kamberis, Rebecca Morgan, Ross McDonald , Andy Crawford

Non-Voting Attendees: Christine Malone (Scribe)

Absent: Margaret Ross Schultze, Robert Early, Laura Polk

1. Alex Kamberis, Project Manager, reviewed the Project deliverables timeline:

• Project Vision	8/01/2016 - completed
• Budget Overview	9/15/2016 - completed
• Conceptual Model	9/26/2016 - completed
• Mobility RFP	1/16/2017
• Requirements Deliverable	2/03/2017
• Gap Analysis	3/08/2017
• Analysis of Development Options	4/19/2017
• Cost Benefit Analysis	5/01/2017
• Feasibility Assessment	5/18/2017
• Project Summary Report	5/22/2017
• RFP Deliverable	5/26/2017

2. Alex Kamberis, Project Manager, provided a list of accomplishments since the last steering committee meeting

- The Governor included the requested $3.5m funding for a mobility solution in his proposed budget.
- Completion of Joint Application Requirement (JAR) sessions in all five regions with front-line workers and supervisors, local operations/fiscal staff, foster parents and foster alumni. In total, there were 35 JAR sessions with 286 participants who represented 77 localities.

- After the JAR sessions, a survey was released to gather input from those who could not attend in person. To date, there have been 567 responses from local social services staff and 109 responses from foster parents.
- The CCWIS Financial Team visited 8 localities for site visits to shadow local financial staff in order to develop draft workflows for local operations.
- 30-Day, no-cost evaluation of a product that will allow OASIS to be converted to a web-based system. This could be a potential "Plan B" if funding is not approved for the CCWIS Project.
- The sessions have provided valuable information for Public Consulting Group (PCG) with the gathering of the requirements from local users and other stakeholders. There has also been secondary gains for Department staff in attendance with identifying areas the Division of Family Services can address in preparation for a new child welfare system, to include; updating guidance, providing clarification with regards to current guidance, updating training, data cleanup, etc.
- Service Request (SR 1860) submitted to migrate OASIS into an LDAP environment in preparation for the migration to ORACLE OUD later in the year. This is a key requirement before any mobility solution is implemented.
- Service Request (SR1862) submitted to develop, transfer or purchase an electronic document and record management system (EDRMS) for adoption records housed at the state. This will be the precursor to a larger effort for all child welfare records.

3. Alex Kamberis, Project Manager, provided a list of tasks which will be completed before the next steering committee meeting

- Draft RFP for a Mobility Solution will be submitted to Security and Procurement by 1/16/2016.
- Finalize child welfare and finance workflows
- Conduct validation sessions on requirements with PCG and program staff.
- 30-Day, no-cost evaluation of a product that will allow around 45 front line staff representing 4 localities to dictate their case notes through a 3rd party vendor and have them emailed back to them for insertion into OASIS. The evaluation will allow VDSS to determine how much time would be saved through such a product. Participants in the JAR sessions recommend this service.

4. Discussion of Roadmap

Alex Kamberis, Project Manager, gave an overview of the proposed Roadmap for the mobility project outlining where the project currently is in the process of developing requirements for the release of an RFP.

There is a strong sense of urgency to get the project moving. The Committee discussed ways in which to start preparing OASIS now so as to get a head start. Alex Kamberis shared that PowerBuilder developer resources for OASIS may be an issue considering all the SRs currently under development (Oracle OUD, AFCARS Updates, Service Plan, etc.). Mike Gump reported that there may be funding to support additional resources. Robert Hobbelman will work with DIS and Family Services to determine what resources are needed. Additional conversations on the matter will be necessary.

5. Committee Membership

Don Driver, a stakeholder member of this Steering Committee has announced his retirement scheduled for February 2017.

Andrew "Andy" Crawford, Director of Social Services in Bedford, was nominated to join the Committee. By unanimous vote, he was approved.

6. Committee Meetings

Next meeting will be **January 26, 2017.**